

# COURSE OUTLINE

**Course Title:** Apprenticeship: Pathways to Success

**CBEDS Title:** Other Diversified Occupations Course

**CBEDS No.** 5869

**Job Title:** **DOT No.**

All apprenticeable occupations

**Course Description:** This course provides a foundation of basic skills and experiences designed for access to registered apprenticeship programs at the local, state, and national levels those programs most likely to grow in the future will be emphasized.

Integrated throughout the course are career preparation standards that include necessary communication, interpersonal, and problem-solving skills to seek and keep a job. Students are placed in internships at local businesses and industries in paid and/or nonpaid positions during the school year.

Participation in student youth organization activities will develop technological and leadership skills.

This course may be delivered is as a stand-alone course introducing students to apprenticeship careers and providing hands-on experiences in multiple occupations. Another option is to incorporate all or part of the course outline into an existing curriculum with registered apprenticeship as one career path option.

**Prerequisites:** 16 years of age or junior in high school

**Total Hours:** 540

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| <b>A. ORIENTATION</b>   | <b>5</b>  |
| <ul style="list-style-type: none"><li>1. Demonstrate knowledge of the course outline.</li><li>2. Demonstrate awareness of course objectives and competencies.</li><li>3. Discuss and understand the value of participation in youth organizations.</li><li>4. Demonstrate promptness and attend class regularly.</li><li>5. Demonstrate appropriate personal grooming and dress.</li><li>6. Demonstrate following instructions.</li><li>7. Practice courtesy, develop and maintain acceptable working relationships with peers, and demonstrate respect for position of supervisor/teacher and a positive cooperative attitude</li></ul>  |           |
| <b>B. SAFETY</b>  | <b>5</b>  |
| <ul style="list-style-type: none"><li>1. Practice safety instruction through oral, visual, tactile, and cognitive methodologies.</li><li>2. Demonstrate the difference between safe and unsafe practices.</li><li>3. Demonstrate knowledge of classroom procedures and earthquake, fire, and emergency drills.</li><li>4. Demonstrate proper safety procedures for equipment.</li><li>5. Demonstrate safe practices on all equipment.</li><li>6. Demonstrate knowledge and understanding of handling hazardous materials.</li><li>7. Demonstrate and interpret Material Safety Data Sheets in shop and work environments.</li><li>8. Describe employee accident procedures.</li></ul> |           |
| <b>C. APPRENTICESHIP: PATHWAYS TO SUCCESS</b>   | <b>5</b>  |
| <ul style="list-style-type: none"><li>1. Describe the evolution of modern-day apprenticeship</li><li>2. Compare federal and California state laws relating to apprentices.</li><li>3. Define the major duties and responsibilities of an apprenticeship committee, the California Apprenticeship Council, and the California Division of Apprenticeship Standards.</li><li>4. Describe the responsibilities of an apprentice.</li><li>5. Describe current trends in apprenticeship.</li><li>6. Be knowledgeable of California <i>Labor Code</i> and labor law enforcement regulations.</li></ul>  |           |
| <b>D. LABOR AND MANAGEMENT RELATIONS</b>  | <b>5</b>  |
| <ul style="list-style-type: none"><li>1. Describe the difference between labor and management.</li><li>2. Describe the importance of successful labor-management relationships.</li><li>3. Define why unions exist.</li></ul>   |           |
| <b>E. EXPLORING APPRENTICESHIP</b>  | <b>10</b> |
| <ul style="list-style-type: none"><li>1. Identify apprenticeable occupations.</li><li>2. Be knowledgeable of a registered apprenticeship program and the enrollment process.</li><li>3. Be knowledgeable of and how to get an occupation registered as apprenticeable.</li><li>4. Define the importance of related instruction.</li><li>5. Be knowledgeable of the advantages of apprenticeship.</li><li>6. Be knowledgeable of application procedures for apprenticeship programs.</li></ul>   |           |

<b>F. PREPARING FOR AN APPRENTICESHIP CAREER</b>	<b>10</b>	<b>5</b>
1. Research prospective employers and occupations.		
2. Identify job lead sources.		
3. Be knowledgeable of expectations employers have for entry-level employees.		
4. Define the importance and role of values in choosing a career.		
5. Develop a career path demonstrating upward mobility in an apprenticeable occupation.		
6. Visit an apprenticeship training facility to reinforce the concept that apprenticeship can provide a rewarding career choice.		
7. Identify acceptable procedures to leave a job.		
<b>G. OBSERVING YOUR APPRENTICESHIP/CAREER</b>	<b>10</b>	<b>20</b>
1. Be knowledgeable of employer contact guidelines.		
2. Describe initial contact information to ask employers.		
3. Visit at least two companies related to area of training and observe jobs performed.		
4. Gather information on various apprenticeships.		
5. Prepare a comparison chart demonstrating the use of math skills in six apprenticeable occupations.		
6. Identify technical manuals used in six apprenticeable occupations and describe their use in those occupations.		
<b>H. DEVELOPING A POSITIVE ATTITUDE TOWARD WORK</b>	<b>15</b>	
1. Demonstrate punctuality and dependability on the job.		
2. Demonstrate principles in getting along with people.		
3. Demonstrate personal hygiene in the workplace.		
4. Demonstrate dressing for success.		
5. Demonstrate honesty and integrity at work.		
6. Demonstrate ethical responsibility.		
7. Understand loss prevention/shrinkage from internal theft and inventory loss.		
8. Identify and protect against robbery and suspected theft.		
9. Understand the consequences of theft, loss, and misuse of property.		
10. Describe background check procedures for the California Department of Motor Vehicles and the California Department of Justice.		
<b>I. SUCCEEDING IN THE WORKPLACE</b>	<b>20</b>	
1. Identify job skills employers required of today's workers.		
2. Demonstrate critical thinking on the job.		
3. Demonstrate being a member of a work team.		
4. Demonstrate effective problem-solving skills.		
5. Demonstrate effective communication skills using professional and legible handwriting, appropriate writing and grammar, and effective listening skills.		
6. Display appropriate professional behavior via initiative, creativity, self-control, interest, and enthusiasm.		
7. Demonstrate leadership skills by working independently, making appropriate decisions, working well with others and taking constructive criticism.		

8. Perform basic computations and approaches to practical problems by choosing appropriately from a variety of mathematical practices.
  9. Recognize problems and devise and implement a plan of action.
  10. Assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
- J. DIVERSITY IN APPRENTICESHIP 10**
1. Understand federal and state regulations affecting affirmative action in the workplace.
  2. Define nontraditional occupations.
  3. Discuss factors influencing selection of a career.
  4. Define sexual harassment.
  5. Discuss employee benefits and rights as related to the specific job area, including gender equity and equal opportunity employment.
- K. HEALTH/SAFETY - CPR/FIRST AID 20**
1. Demonstrate safety precautions to take when providing first aid.
  2. Demonstrate moving victims from the scene of an emergency.
  3. Describe legal protection for lay care providers.
  4. Demonstrate procedures and practices of CPR.
  5. Demonstrate procedures and practices of basic, practical first aid.
  6. Describe the purpose of the California Occupational Safety and Health Act (CAL-OSHA).
  7. Describe the importance of properly maintained tools.
  8. Describe and demonstrate proper safety procedures in using tools and equipment.
  9. Be knowledgeable of substance abuse and options for the worker.
- L. PREPARING FOR THE INTERVIEW 30**
1. Create a perfect résumé and written inventory of personal data.
  2. Write a cover letter and develop a reference sheet.
  3. Be knowledgeable of and develop answers for common questions asked in an interview.
  4. Be knowledgeable of inappropriate questions an employer should not ask.
  5. Prepare a list of questions to ask a prospective employer.
  6. Practice interview techniques.
  7. Locate job opportunities using want ads, placement agencies, or journals.
  8. Complete a job application correctly.
  9. Prepare for and critique a simulated employment interview.
- M. SOCIAL SKILL 35**
1. Identify characteristics of a positive living and working environment.
  2. Practice skills and create an action plan for dealing effectively with change.
  3. Recognize the acceptability of having different points of view.
  4. Define the role listening plays in living and working with others.
  5. Describe effective ways to manage conflict.

6. Define and practice respect for diversity.
7. Recognize biases and the harmful effects of bias upon others.
8. Increase awareness and understanding of the roles and responsibilities of supervisors and employees.
9. Identify the characteristics of an effective team and practice the process of team dialogue.
10. Discuss the reasons one is on the job and understand the meaning of respect in the workplace.
11. Identify the characteristics of a worthy goal and understand the process of setting priorities and adjusting goals.
12. Practice the skill of prioritizing.
13. Describe the relationship between taking risks and realizing maximum human potential.
14. Recognize self-management is the ability to make decisions and choices that reflect priorities and goals in personal lives and the work environment.
15. Understand that holding a job and being a contributing member of society require living within the laws and norms of society.
16. Identify the positive results of good money management, the problems, and consequences of dealing poorly with money matters.
17. Prepare and live within a personal budget.

**N. INDUSTRY/BUSINESS INTERNSHIPS**

**335**

1. Apply basic skills and knowledge to a real-world setting.
2. Develop transferable academic, technical, and employability skills.
3. Develop and apply communication skills by interacting with workers.
4. Recognize that different jobs are characterized by different work cultures and environments.
5. Assume real responsibilities in a work setting.
6. Focus a career interest through an in-depth industry/business experience.

**Total Hours: 180 hours of classroom instruction and 360 hours of work-based learning**